

SNP Administrative Review Findings**Greater Clark County Schools (1010)****Program Year 2018****Greater Clark County Schools (1010)**

2112 Utica-Sellersburg Road
Jeffersonville, IN 47130-8506

Food Service Contact

Ms. Natalie Turner
Food Service Director
(812) 288-4834
FSMC: Aramark

Executive Contact

Mr. Thomas Dykiel
Chief Financial Officer
(812) 283-0701

No. of Sites / Reviewed: 20 / 3
Month of Review: February 2018

Commendations

- * The food service staff were friendly and demonstrated the desire to run a compliant program. The food on the serving lines was fresh and nicely presented.

Technical Assistance

- * The benefits of directly verifying students during the verification process was explained to the office staff.
- * The reviewer explained that the SFA must use the CACFP meal pattern when the preschool students are not comingling with the other students during lunch, which was true for the schools being reviewed. Also juice is limited to once per day including snacks. The dietitian with the SFA will write the menus accordingly. They do have one site that does follow the CACFP meal pattern.

Certification and Benefit Issuance - Greater Clark County Schools (1010)

126. *Certification Benefits/Issuance Review Method, applications correctly approved?*

Finding 9017: The application approval process is not implemented correctly.

Based on the selected students, there was one application in error based on income, as listed on the SFA-1.

Corrective Action:

The application was corrected and a letter was sent to the household by the SFA.

Verification - Greater Clark County Schools (1010)

211. *Verification notification letter?*

Finding 9044: Verification notification letter does not contain all required information.

the SFA's verification notification letter does not include all required information, as follows: The type of information or documents the school accepts; A statement that the household is required to submit the requested information to verify eligibility for free or reduced-price meals, by the date determined by the local educational agency; A statement that the household may, instead, submit proof that the children receive SNAP, FDPIR, or TANF assistance; A statement that the household may, instead, request that the local educational agency contact the appropriate officials to confirm that their children are foster, homeless, migrant, or runaway.

Technical Assistance:

the reviewer copied the page that describes everything that is to be included on the verification notification letter and also the SA letter was provided.

214. *Student eligibility change due to verification – update Benefits Issuance list?*

Finding 9046: Change in student benefit levels due to Verification results not updated as required.

For students whose eligibility changed due to Verification, the SFA did not update the eligibility status on the benefit issuance document(s) according to regulations. The student was determined to be free and no longer reduce.

Corrective Action:

Benefits that are greater for the household should be changed within three calendar days at the POS.

Technical Assistance:

Technical assistance was provided regarding the timeframes for changing benefits.

SNP Administrative Review Findings
Program Year 2018**Greater Clark County Schools (1010)****Resource Management Comprehensive Review - Greater Clark County Schools (1010)****756. New Equipment Purchases****Finding 9000: No approval for equipment purchase over \$5,000**

SFA did not seek prior State approval for equipment purchases valued at \$5,000 or more. I review of equipment purchases shows that while prior approval was not requested, the purchases were considered allowable.

Corrective Action:

SFA must ensure all staff involved with procurement in the school nutrition programs must be aware of and comply with this requirement. The SFA must submit documentation showing this is part of their current procurement procedures as proof of corrective action. Further findings in this area could result in the disallowance of the costs associated with these equipment purchases.

General Program Compliance - Greater Clark County Schools (1010)**1400. Food safety plan – contain required elements, copy available at each school?****Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Annual equipment, meal data from kitchen, process approach of recipes, and a monitoring and evaluation of the Food Safety Plan.

Corrective Action:

The FSD will have a more detailed food safety/HACCP plan

Technical Assistance:

The HACCP plan template from ICN was provided to the FSD

1403. Did any review of agricultural food components indicate violations of the *Buy American* provision?**Finding 9000: Buy American**

Buy American requires purchases to be domestic products in NSLP unless documentation is obtained to explain purchase on foreign goods. On the Day of Review at Bridgepoint Elementary, lettuce and broccoli were products of Mexico.

Corrective Action:

At the time of the review, the Food Service Director informed the kitchen manager to look at products as they are received. The Food Service Director will follow up with vendor to ensure products ordered are following the Buy American Provision. If the products are outside the USA, the FSD will obtain documentation the supporting purchases. No Further Action Required.

Technical Assistance:

When items are purchased foreign, documentation must be obtained that contains the reasoning for purchases for either cost or availability of product. It is important to remember that the ultimate person who makes the purchasing decision for Buy American is the SFA, not the vendor.

SNP Administrative Review Findings**Greater Clark County Schools (1010)****Program Year 2018****Bridgepoint Elementary School (0865) Food Service Contact**

2112 Utica-Sellersburg Road
Jeffersonville, IN 47130-8506

Mr. Ron Collins
Cafeteria Manager
(812) 288-4858

Month of Review: February 2018

Date of Onsite Review: March 14, 2018

Other Federal Programs - Bridgepoint Elementary School (0865)*7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?*

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

There was not a completed site review form.

Corrective Action:

FSD will complete one for this school year and understands that she needs to do it within the first four weeks of review,

Technical Assistance:

Website provided for the monitoring sheet

General Program Compliance - Bridgepoint Elementary School (0865)*1409. Storage violations observed, on-site, off-site?*

Finding 9150: Storage violations were observed.

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor.

Corrective Action:

At the time of the review, the reviewer provided technical assistance on food safety and storage. Going forward the kitchen manager will ensure that all products are dated and stored properly in storage areas. No Further Action Required.

SNP Administrative Review Findings**Greater Clark County Schools (1010)****Program Year 2018****Maple Elementary School (0869)**

2112 Utica-Sellersburg Road
Jeffersonville, IN 47130-8506

Food Service Contact

Ms. Janice Brewer
Cafeteria Manager
(812) 288-4860

Month of Review: February 2018

Date of Onsite Review: March 13, 2018

Other Federal Programs - Maple Elementary School (0869)*7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?*

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

There was not a site monitoring

Corrective Action:

This was discussed with the FSD and she understands that this must be completed within the first four weeks of school and she still needs to complete one before this school year is over.

Technical Assistance:

Provided the website info to the FSD

1901. FFVP: Cost documentation support the school's reimbursement claim? Enter data.

Finding 9157: Cost documentation for the Fresh Fruits and Vegetables Program did not support the school's FFVP claim for reimbursement.

Documentation of costs claimed for the Fresh Fruit and Vegetable Program did not support total costs claimed for reimbursement for the Review Period. Unsupported FFVP costs claimed: Red Grapes in January for \$188.16.

Corrective Action:

School should assign a second person to review the monthly FFVP invoices and the FFVP claim to ensure everything is claimed correctly.



SNP Administrative Review Findings

Greater Clark County Schools (1010)

Program Year 2018

Parkwood Elementary School (0879)

2112 Utica-Sellersburg Road
Jeffersonville, IN 47130-8506

Food Service Contact

Ms. Dianna Rivera
Cafeteria Manager
(812) 945-2387

Month of Review: February 2018

Date of Onsite Review: March 14, 2018

No Findings during Site 0879 Review